

County of Loudoun
Office of Transportation Services
MEMORANDUM

DATE: April 7, 2010
TO: Mike Elabarger, Project Manager
Department of Planning
FROM: Marc Lewis-DeGrace, Transportation Planner
SUBJECT: **SPMI 2009-0007 — AGSI – Archer Property**
Second Referral



Background

This referral updates the status of issues identified in the first Office of Transportation Services (OTS) referral on this application (dated December 18, 2009). This Minor Special Exception (SPMI) application proposes up to six (6) employees* on less than 10 acres in the Agricultural Rural -1 (AR-1) zoning district. The subject site is a 5.6-acre tract within the Waterford View Estates subdivision on the east side of Milltown Road (Route 673). The site is accessed via a private shared driveway from April Circle.

This update is based on review of materials received from the Department of Planning on March 25, 2010, namely (1) a letter responding to first referral comments, dated March 16, 2010, (2) an updated Statement of Justification revised through March 16, 2010, (3) a vicinity map with adjacent property information, (4) a special exception plat dated March 2, 2010, and (5) exhibits depicting the parking and office conditions for employees all prepared by the Applicant.

Status of Transportation Issues/Comments

Staff comments from the first OTS referral as well as the Applicant's responses (quoted directly from its March 16, 2010 response letter) and current issue status, are provided below.

1. Initial Staff Comment (1st Referral): The Applicant should confirm the maximum number of employees (other than individuals who reside at the residence) that are proposed to work on-site.

Applicant's Response (March 16, 2010): The Applicant and Property/Business owner resides at the Property with his wife and small child. Proposed are up to five (5) non-resident employees who would come to the Property Monday through Friday for an average of eight (8) hours per day, to work for the Applicant's information technology company in an office work space in the basement of the residence totaling no more than 1,000 square feet.

* Documents received from the Department of Planning on March 25, 2010 state this Application is "...to allow a small business with up to (6) six employees on less than 10 acres..." Documents received from the Applicant dated March 16, 2010 propose "up to five (5) non-resident employees..." In its review of this Application, OTS assumed a maximum of five (5) non-resident employees.

Issue Status: Based on the Applicant's responses that only five (5) non-resident employees are now proposed, and that two (2) of these five (5) will carpool to the site on a daily basis (as indicated in the Applicant's March 16, 2010 response to Zoning Administration comments), OTS estimates that a total of 26 vehicle trips will result on a daily basis (i.e., 16 vehicle trips from four (4) non-resident employee vehicles (small business use) plus 10 vehicle trips related to the residential use). Should the carpooling not occur, a total of 30 daily vehicle trips would result (i.e., 20 vehicle trips from five (5) non-resident employee vehicles plus 10 residential trips). Both of these scenarios are indicated in the table below.

Archer Property – Trip Generation Scenarios

	Persons	Total Daily Trips**
Single Family Detached Residence	2 owners ***	10
Existing Home Occupation Use	2 owners + 1 employee	14
Proposed Small Business Use (SPMI) with Carpooling	2 owners + 5 employees (with 2 employees carpooling)	26
Proposed Small Business Use (SPMI) without Carpooling	2 owners + 5 employees	30

** Assumes 10 trips per day generated by the household (VDOT rate), and four (4) trips generated for each non-resident employee. Figures do not include any trips from delivery vehicles.

*** Two (2) owners listed based on the Applicant's submitted materials.

In either case, the additional trips generated by the minor special exception use do not necessitate any roadway improvements or physical mitigation measures to the public road network. OTS considers this issue to be resolved, pending inclusion of a condition of approval limiting the small business use to no more than five (5) non-resident employees. However, OTS defers to the Department of Planning as to the appropriateness/practicality of an additional condition of approval requiring at least two (2) non-resident employees to carpool to the site each business day.

2. Initial Staff Comment (1st Referral): The Applicant should confirm whether either of the two (2) part-time off-site employees referenced in the Statement of Justification will travel to the residence at anytime for employment purposes.

Applicant's Response (March 16, 2010): There are no longer "part-time off-site" employees being proposed. See answer above for the number of proposed employees.

Issue Status: Issue resolved.

Conclusion

Subject to the inclusion of a condition of approval limiting the proposed small business use to a maximum of five (5) non-resident employees, OTS would have no objection to the approval of this application.

cc: Andrew Beacher, Assistant Director, OTS
Lou Mosurak, Senior Coordinator, OTS